

RESOLUTION NO. 2009-02

A RESOLUTION, establishing the procedure for selecting members to City Boards and Commissions.

WHEREAS, the City of Wenatchee places value on the contributions, advice and input citizens provide; and

WHEREAS, the City has a number of Council appointed, volunteer, citizen advisory boards; and

WHEREAS, a formal selection process to appoint members to the boards is desirable to provide consistency, efficiency and fairness; and

NOW, THEREFORE, be it resolved by the City Council of the City of Wenatchee as follows:

1.0 Purpose

- 1.1 The purpose of this Resolution is to outline the process to appoint members to City Boards and Commissions.

2.0 Procedures

- 2.1 Candidate Pool Development and Maintenance:
 - 2.1.1 In January, the Department prepares a list of anticipated vacancies based on term expiration and provides the list to the City Clerk.
 - 2.1.2 A Public Legal Notice and advertisements requesting applications are submitted by the City Clerk based upon the list and to create and maintain a candidate pool.
 - 2.1.3 Completed applications are submitted to the City Clerk's Office. A database is created and updated with each candidate's information. Applications are valid for one calendar year.
- 2.2 For Regular Openings:
 - 2.2.1 If the opening occurs in January through June and the candidate pool has sufficient applicants to draw from, applicants from the pool are contacted using the below process.

- 2.2.2 If the opening occurs in July through December or if there are no candidates currently in the pool interested in the particular Board, the Department responsible for the Board prepares a position opening press release and posts it on the city web site and submits it for publication in the Wenatchee World. At the discretion of the Department, it may be sent to other media outlets, interested individuals, candidate pools, community or other organizations.
- 2.2.3 Applications are submitted by the candidate to the City Clerk for compilation. After the closing date, the clerk, enters the information into the database and submits the original to the appropriate department.
- 2.2.4 The applicant's residence/employer address is verified to ensure that they are within the City limits for those Boards that have residency requirements. The Department submits the background check information to the HR Department who completes the check. The Department responsible for the Board provides a BARS number from their budget to the HR Department for the cost associated with performing the check. A copy of the application is submitted to the Police Department for an additional check. When complete, the background information is returned to the applicable Department.
- 2.2.5 The Department coordinates a date for interviews to be held at an upcoming regular or special Board meeting. Each applicant is called by the Department and an interview time is scheduled. Interviews are scheduled at 12 minute intervals.
- 2.2.6 The Department prepares an interview packet for each Board member that includes: A master list of candidates to be interviewed with the starting time, the candidate's application and background check results and blank interview question score sheet.
- 2.2.7 The Department prepares and sends a follow-up letter to confirm the interview times and place to each applicant.
- 2.2.8 The candidates are interviewed by the Board using the interview question score sheet.
- 2.2.9 The Board ranks candidates based on based on qualifications, interview results and background information and makes a recommendation for appointment. The recommendation is forwarded to City Council for consideration.

- 2.2.10 The Department completes an agenda packet for the next available regular Council meeting and submits it to the City Clerk. The packet highlights the description of the Board and vacancies that are to be filled, candidate list and the tabulated interview data.
- 2.2.11 At the City Council meeting, the Council discusses the merits of candidates and may appoint a member.
- 2.2.12 If selected, the Department prepares a follow up letter and sends it to the appointed Board member confirming the appointment and outlining meeting dates and times, term and the orientation meeting. The Department also contacts the unsuccessful candidates to inform them that another candidate was selected, thank them for applying and keeping them in the pool through the end of the calendar year.
- 2.2.13 The Department updates the Board roster and web site and any other membership listings and notifies the Board of the appointment. At the discretion of the Department press releases announcing the appointment may be submitted to local media for publication.
- 2.2.14 The City Clerk updates the candidate pool to reflect the appointment.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE at a regular meeting thereof this 8th day of January, 2008.

CITY OF WENATCHEE, a Municipal Corporation

By: _____

DENNIS JOHNSON, Mayor

ATTEST:

By: _____

VICKI REISTER, C.M.C.

City Clerk

APPROVED:

By: _____

STEVE D. SMITH, City Attorney